

# **Missouri Information Technology**

## **Project Management Certification Handbook**

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## **State of Missouri Project Management Certification Program**

### **Overview**

The Information Technology Advisory Board (ITAB) sponsors a Missouri Project Management certification program, the purpose and goal of which is the development and maintenance of proficient project managers within state government. This program is modeled after the Project Management Institute (PMI) Project Management Professional (PMP) certification program. PMI is the world's leading not-for-profit project management professional association, with over 125,000 members worldwide. ITAB recognizes PMP certification as a professional certification and individuals with current PMP certification in good standing with PMI will be considered eligible to manage IT projects in the State of Missouri.

The State of Missouri Project Management Certification program supports the information technology and business community, and is designed to provide training, professional development, and to assess the knowledge of state project managers.

To achieve Missouri Project Management Certification, an individual must be a full time state employee and must demonstrate an acceptable level of understanding of project management by successfully completing a Missouri Project Management Examination.

In addition, those that have obtained Missouri Project Management Certification must demonstrate ongoing professional development in the field of project management by satisfying the Missouri Project Management Continuing Certification program requirements outlined below.

### **Missouri Project Management Continuing Certification Program**

Development of this program has received full support of the Information Technology Advisory Board, and an ITAB sponsored subcommittee; the Project Management Standing Committee will perform oversight of the program and related materials. Updates to the Missouri Project Management Continuing Certification Program will be posted to the Office of Information Technology web site at <http://oit.mo.gov/>.

Missouri Project Managers who have questions related to the following topics may contact the Missouri Technical Training and Education Center (MOTEC) at 573-522-1332.

- Continuing Certification Requirements
- Certification Status
- Available Training

### **Overview of Missouri Project Management Continuing Certification Requirements**

The Missouri Project Management Continuing Certification Program supports the ongoing professional development of Missouri Certified Project Managers and the

maintenance of the State of Missouri Project Management Certification. Missouri Certified Project Managers must accrue a minimum of sixty (60) Project Management Development Units (PMDUs) during each certification cycle. A certification cycle begins on the date of initial certification and expires on 31 December of the third full calendar year after the first year of certification. After that, certification cycles will be in three-year terms starting 1 January of the following year and finishing 31 December of the third year. For example: A Project Manager becomes certified on April 1, 2003. The initial Certification Cycle would start on 1 April 2003 and end on 31 December 2006. If at that time, the project manager meets all the requirements to maintain the Missouri Project Management Certification, the next certification cycle would begin 1 January 2007 and end on 31 December 2009.

### **What is a Project Management Development Unit (PMDU)?**

A PMDU is the unit of measure used to quantify approved project management learning and work activities. PMDUs may be earned in various ways. The number of PMDUs earned for each activity is outlined in the PMDU Qualifying Activities below.

### **Documenting and Reporting PMDUs**

A Missouri Certified Project Manager does not have to be the lead project manager in order to earn PMDU's. Work performed in any of the nine project management knowledge areas defined by the Project Management Institute will qualify as described in Category 2: Professional Activities and Self-directed Learning below. The nine Project Management Knowledge Areas defined by the Project Management institute are:

- 1) Project Integration Management
- 2) Project Scope Management
- 3) Project Time Management
- 4) Project Cost Management
- 5) Project Quality Management
- 6) Project Human Resource Management
- 7) Project Communications Management
- 8) Project Risk Management
- 9) Project Procurement Management

Each Missouri Certified Project Manager is responsible for maintaining their personal record of activities and supporting documentation being submitted for PMDUs. For specific documentation requirements, refer to the following categories of PMDU Qualifying Activities. Copies of all activities and supporting documentation shall be submitted to the following office no later than the official expiration date of the individuals State of Missouri Project Management Certificate.

Submit to:  
 Project Office  
 Information Technology Services Division  
 Truman Building, Room 280  
 301 W. High Street  
 Jefferson City, Mo. 65102

## **PMDU Credit Distribution**

There are no minimum requirements for the number of PMDUs earned in any specific category. Missouri Certified Project Managers may accomplish their PMDUs through any combination of the five categories with the following restrictions:

- Category 1: Maximum of 40 PMDU's per continuing certification requirements cycle
- Category 2: Maximum of 35 PMDU's per continuing certification requirements cycle
- Category 3: Maximum of 40 PMDU's per continuing certification requirements cycle
- Category 4: Maximum of 15 PMDU's per continuing certification requirements cycle
- Category 5: Maximum of 20 PMDU's per continuing certification requirements cycle

## **Transferring excess PMDU's to the Next Continuing Certification Requirements Cycle**

Up to 20 excess PMDU's earned during the final year of the current continuing certification requirements cycle may be applied to the next continuing certification requirements cycle.

## **Failure to Satisfy Missouri Project Management Continuing Certification Requirements**

Missouri Certified Project Managers who fail to satisfy the Missouri Project Management Continuing Certification Requirements prior to the conclusion of their cycle have 12 months from the cycle expiration to do so. The OA/ITSD Project Management Office will suspend and/or revoke the certification of a Missouri Certified Project Manager not satisfying the program requirements.

## **PMDU Qualifying Activities**

### **Category 1: Formal Academic Education**

PMDUs may be earned by completing an academic course after Missouri Project Management Certification. . Courses must be offered for degree credit and be related to project management. One (1) hour of degree credit in a typical 15-week semester earns 15 PMDUs. One (1) quarter semester hour earns 10 PMDUs.

*Documentation Required: Missouri Certified Project Managers should maintain a transcript or grade report indicating a passing mark.*

### **Category 2: Professional Activities and Self-directed Learning**

- PMDUs may be earned by participating in specified professional activities. Use the guide to Category 2 activities that follows to determine PMDUs in this category.
- One (1) PMDU may be earned for each documented hour of self-directed learning that enhances project management knowledge or skills.

*Documentation Required: Missouri Certified Project Managers should maintain copies of publications, sample educational materials or program agendas.*

## Guide to Category 2 Activities

### PMDUs for Professional Activities

Activity	PMDU Value
Speaker on project management topic at a Missouri State sponsored conference, symposium, workshop or formal course	5 PMDUs per activity
Member or moderator of a project management panel discussion at a Missouri State sponsored conference, symposium, workshop or formal course	5 PMDUs per activity
Developer of content for seminar or other structured learning program	5 PMDUs per activity
Practitioner of project management services PMDU's can be earned as follows: Less than 250 hours – 0 PMDU's 250 to 499 hours – 1 PMDU 500 to 749 hours – 2 PMDU's 750 to 999 hours – 3 PMDU's 1000 to 1249 hours – 4 PMDU's 1250 to 1499 hours – 5 PMDU's 1500 to 1749 hours – 6 PMDU's 1750 or more hours – 7 PMDU's	Maximum of 7 PMDUs per calendar year
Participation in a Missouri State sponsored project management practicum	Maximum of 3 PMDUs per calendar year
Participation on an ITAB committee or sub-committee related to project management	Maximum of 5 PMDUs per calendar year
Attendance at a conference, workshop, or formal course related to project management that is sponsored by a professional organization	One (1) PMDUs per each documented hour of attendance

### Category 3: MOTEC Project Management Training

PMDUs may be earned by successfully completing any project management related training offered through the Missouri Technical Training and Education Center (MOTEC) after Missouri Project Management Certification. One (1) hour of MOTEC training earns one (1) PMDU.

*Documentation Required: Certificate presented by MOTEC upon successful completion of any project management related course containing the individuals name and dates of course.*

### Category 4: Other Provider

PMDUs may be earned by attending relevant educational programs offered by organizations other than MOTEC. To calculate the number of PMDU's earned, use the following formula: one (1) contact hour of learning relevant to project management within a structured activity of course equals one (1) PMDU.

*Documentation Required: Missouri Certified Project Managers should maintain registration form, certificate or letter of attendance, and a brochure or course materials indicating the subject matter covered.*

**Category 5: Service to Professional or Community organizations**

A maximum of twenty (20) PMDU's may be earned through professional service or by providing non-compensated project management services to non-employer or non-client customer groups. Examples of qualifying activities and their associated PMDU values include the following:

- Service as an officer for a project management organization.
  - Minimum three months of participation. Two PMDU's per calendar year. (No PMDU's are awarded for services less than three months)
  - Minimum six months of participation. five PMDU's per calendar year.
  - Twelve months of participation. Ten PMDU's per calendar year.

## State of Missouri State of Missouri Project Management Certification Program

### Project Management Development Unit (PMDU) Qualifying Activities

#### Category 1: Formal Academic Training

PMDUs may be earned by completing an academic course after Missouri Project Management Certification. Courses must be offered for degree credit and be related to project management. One (1) hour of degree credit in a typical 15-week semester earns 15 PMDUs. One (1) quarter semester hour earns 10 PMDUs. A maximum of 40 PMDUs per continuing certification cycle may be earned through successful completion of formal academic training. Each course must be documented and submitted on a separate Continuing Certification Activity Reporting Form.

*Documentation Required: Missouri Certified Project Managers should maintain a transcript or grade report indicating a passing mark.*

#### Category 2: Professional Activities or Self-directed Learning

- A predetermined number of PMDUs may be earned by participating in specified professional activities.
- Use the Guide to Category 2 Activities that follows to determine PMDUs in this category.
- One (1) PMDU may be earned for each documented hour of self-directed learning that enhances project management knowledge or skills.

A maximum of 35 PMDUs per continuing certification cycle may be earned through participating in appropriate self-directed learning activities. When claiming self-directed learning PMDUs, Missouri Certified Project Managers should submit the Self-directed Learning Activities worksheet in addition to the Activity Reporting Form.

*Documentation Required: Missouri Certified Project Managers should maintain copies of publications, sample educational materials or program agendas.*

#### Guide to Category 2 Activities

**Professional Activities – Be sure to use the letter code when claiming credits for professional activities.**

2A - Speaker/Teacher on project management topic at a meeting, conference, symposium, workshop or formal course.

5 PMDUs per activity

2B - Member or moderator of a project management panel discussion at a conference, symposium, workshop or formal course.

5 PMDUs per activity



2C - Developer of content for seminar or other structured learning program.

5 PMDUs per new program

2D - Practitioner of project management services for more than 250 project work experience hours per year.

Less than 250 hours per calendar year	– 0 PMDUs
250 to 499 hours per calendar year	– 1 PMDU
500 to 749 hours per calendar year	– 2 PMDUs
750 to 999 hours per calendar year	– 3 PMDUs
1000 to 1249 hours per calendar year	– 4 PMDUs
1250 to 1499 hours per calendar year	– 5 PMDUs
1500 to 1749 hours per calendar year	– 6 PMDUs
1750 or more hours per calendar year	– 7 PMDUs

*(Maximum of 7 PMDUs may be earned per calendar year with a maximum of 21 PMDUs per continuing certification cycle for subdesignation 2D.)*

2E – Participation on an ITAB committee or sub-committee related to project management.

### **Self-Directed Learning**

2sdl - Self-directed learning activities are individualized learning projects involving personally conducted research or study. Learning may include informal activities such as discussions or coaching sessions with colleagues, co-workers, clients or consultants. It may include articles, books, instructional manuals, videos, CD-ROMs, or other material resources.

Qualifying self-directed learning activities must be relevant to project management, meet a specified purpose, and use knowledgeable resources. Use the Self-directed Learning Activities Worksheet to determine PMDUs for Category 2 – Self-directed Learning. Include the worksheet with the Continuing Certification Requirements Activity Reporting Form. Required documentation: If audited, Missouri Certified Project Managers should be able to provide evidence supporting their reported learning project. This may include notes from and dates of discussions or reading.

*(Maximum of 35 PMDUs per continuing certification cycle may be earned through participating in appropriate self-directed learning activities.)*

### **Category 3: Missouri Technical Training And Education Center (MOTEC) Project Management Training**

PMDUs may be earned by attending project management related training offered by MOTEC. A pre-determined number of PMDUs will be awarded for each project management related course offered at MOTEC. Upon successful completion of the course, a certificate will be issued with the course title, participants name, date of completion and number of PMDUs awarded. A maximum of 40 PMDUs per continuing

certification cycle may be earned through participating in MOTEC project management training activities.

*Documentation Required: Missouri certified project managers should maintain a certificate of completion for each MOTEC course successfully completed.*

#### **Category 4: Other Providers**

PMDUs may also be earned by attending project management related programs offered by organizations other than MOTEC. Examples include schools, consultants, corporate training, professional organizations, Project Management Institute Chapters and Specific Interest Groups (SIGs). To calculate the number of PMDUs earned, use the following formula: one (1) contact hour of learning relevant to project management within a structured activity or course equals one (1) PMDU. A maximum of 15 PMDUs per continuing certification cycle may be earned through participating in appropriate learning activities offered by other providers as described above.

*Documentation Required: Missouri certified project managers should maintain a registration form, certificate or letter of attendance, and a brochure or course materials indicating the subject matter covered.*

#### **Category 5: Volunteer Service to Professional or Community Organizations**

A maximum of 20 PMDUs may be earned per continuing certification cycle through professional service or by providing noncompensated project management services to nonemployer or nonclient customer groups. Examples of qualifying activities and their associated PMDU values include the following:

- Serve as an officer for a project management organization.

Minimum three months of participation. Two PMDUs per calendar year.

(No PMDUs are awarded for service less than three months.)

Minimum six months of participation. Five PMDUs per calendar year.

Twelve months of participation. Ten PMDUs per calendar year.

- Serve as a committee member for a project management organization.

Minimum three months of participation. One PMDU per calendar year.

(No PMDUs are awarded for service less than three months.)

Minimum six months of participation. Three PMDUs per calendar year.

Twelve months of participation. Five PMDUs per calendar year.

- Provide project management related services to a community or charitable group (5 PMDUs per calendar year).

*Documentation Required: Missouri certified project managers should maintain a letter or certificate from the organization served acknowledging participation.*

## State of Missouri Project Management Certification Program

### Reporting Instructions

Missouri Certified Project Managers should maintain a personal folder containing all PMDU Qualifying Activities and supporting documentation. It is recommended that this folder is kept up to date throughout the continuing certification cycle thus allowing easier recollection of events and completion of the Continuing Certification Requirements Activity Reporting Form. Missouri Certified Project Managers are encouraged to check the Office of Information Technology Web site [www.oit.mo.gov](http://www.oit.mo.gov) regularly for updates to the Continuing Certification Program. A separate form must be filled out for each qualifying activity. Fill out the form completely, attach supporting documentation, and place in your personal folder for submission at the end of your certification cycle.

Forms will be returned for incompleteness if mandatory information has not been provided.

Only the Continuing Certifications Requirements Activity Reporting Form should be submitted when claiming PMDUs. The only exception to this is for PMDU claims for Self-directed Learning Activities (Category 2 – SDL). These claims should include a Self-directed Learning Activities Worksheet in addition to a completed Continuing Certification Requirements Activity Reporting Form. All supporting documentation (certificates of completion, transcripts, etc.) should be kept in the Missouri Certified Project Managers personal folder.

### Part One: Demographic Information

Missouri Certified Project Managers must provide their name, certification expiration date, and certification number located on their State of Missouri Project Management Certificate. If a certificate was not issued, or has been misplaced, please contact the Project Office in the Information Technology Services Division at 573-526-7741 to obtain this information before completing a Continuing Certification Requirements Activity Reporting Form or Self-directed Learning Activities Worksheet. Missouri Certified Project Managers should also a work address, phone number, fax number, and E-mail address.

*\* Please remember to report all changes to your personal contact information to the Project Office in the Information Technology Services Division, using the Contact Information Change Form. This form should be completed and submitted any time your personal contact information changes. Send the completed form to:*

*Project Office  
Information Technology Services Division  
Truman Building, Room 280  
301 W. High Street  
Jefferson City, MO 65102*

*The Project Office is not responsible for renewal complications resulting from outdated or incorrect contact information.*

## **Part Two: Activity Report**

### **Item 1: MOTEC Course Title**

*Provide the MOTEC course title for courses offered at MOTEC (Mandatory for Category 3 only.) Missouri Certified Project Managers should get this title directly from MOTEC along with the total number of PMDUs earned.*

### **Item 2: Description of Activity**

*Provide (in 15 words or less) a descriptive title of the activity being reported, or the formal name of the course or program, which was completed (mandatory).*

### **Item 3: Activity Start Date and Date of Completion**

Provide the Day/Month/Year the activity was started and completed (mandatory).

### **Item 4: PMDUs Earned**

Indicate the number of PMDUs earned for the activities according to the PMDU category guidelines.

### **Item 5: Category Type**

*Indicate which of the five categories or Continuing Certification Requirements activities best describes the activity being reported. When claiming category 2 be sure to indicate sub designation (e.g. 2A, 2B, etc.), (mandatory)*

### **Item 6: Subject Areas Covered**

Indicate the most appropriate knowledge and process areas covered by the activity being reported. Use the designated codes for these choices as provided in the bottom portion of the form. At least one selection is mandatory for all of the subject areas. Up to three may be selected.

### **Item 7: Activity Provider**

Provide sufficient information to identify the organization or institution, which provided the activity. (Mandatory for all categories except Category 2 – Self-directed Learning.)

### **Item 8: Provider Address or Phone Number**

Provide sufficient information for the Project Office to contact the provider if further information is needed on the activity being reported. (Mandatory for all categories except Category 2 – Self-directed Learning.)

### **Item 9: Activity Satisfaction Level**

Please indicate your overall satisfaction with the activity. (Mandatory for Category 3 only.)

### **Submission deadline for PMDUs**

All PMDUs a Missouri Certified Project Manager wishes to claim for a specific Continuing Certification Requirements cycle must be completed and submitted by the official expiration date of their State of Missouri Project Management Certificate. PMDU claims submitted more than one year after the official expiration date of their State of Missouri Project Management Certificate will not be credited toward the required or transferable PMDUs earned for that cycle.

Example:

Certificate dates: 1 January 2005 - 31 December 2007  
31 December 2007 PMDU deadline to avoid Suspension

31 December 2008 *final* PMDU deadline for all claims in this cycle (Failure to meet this deadline will result in revocation of the Missouri Project Management Certificate.)

## **State of Missouri State of Missouri Project Management Certification Program**

### **Tips for completing the Missouri Project Management Continuing Certification Requirements**

1. Allow enough time to finish the program by getting started early. Establish a strategy for accomplishing your PMDUs prior to your cycle expiration date.
2. Document each and every PMDU Qualifying Activity as soon as you have completed the activity. Documenting activities soon after completion allows for easier recollection of the event making it easier to complete the Activity Reporting Form for your records.
3. Claim your project management work experience, if you meet the requirements, through Category 2D as outlined in the Project Management Development Unit (PMDU) Qualifying Activities.
4. Check the online Missouri Project Management Continuing Certification Requirements information regularly for any changes or updates to the program.
5. The Missouri Project Management Certification Handbook has important details on the Continuing Certification Requirements, including instructions for proper completion of the Activity Reporting Form, and should be read prior to submitting any forms.
6. Take advantage of the PMDU transfer opportunity from one cycle to the next. Up to 20 excess PMDUs earned during the final year of the current CCR cycle may be applied to the next CCR cycle. This is a great way to get a head start on your next cycle.
7. If you are attending a program through the Missouri Technical Training and Education Center (MOTEC) make sure you have the activity's registered program number and predetermined PMDU amount as well as a Certificate of Completion. This information will be essential to reporting the activity correctly and should be provided to you by MOTEC.
8. It is ultimately each Missouri Certified Project Managers responsibility to make sure that their claims are documented correctly.
9. PMDU category 2sdl awards credit for Self-directed Learning such as reading a book on the Project Management topic of your choice. If you don't know where to start earning credits, try your local library. It is an inexpensive way to get started on your renewal.
10. Maintain a personal PMDU folder to hold your claim documentation such as copies of the Activity Reporting Form, certificates of completion for activities, etc.. All of this information will be valuable when submitting your continuing certification packet at the end of your three (3) year certification cycle.
11. **Be sure to send your Continuing Certification packet to the correct location by the expiration date of your certification.**

Project Office  
Information Technology Services Division  
Truman Building, Room 280  
301 W. High Street  
Jefferson City, MO 65102

Questions: 573-526-7741

**State of Missouri  
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## Continuing Certification Requirements Activity Reporting Form

*Missouri Certified Project Managers are requested to make copies of this form as needed, enter the required information, and maintain a folder to be submitted to the Project Office in the Information Technology Services Division no later than the expiration date of their certification.*

**NOTE:** Each activity should be documented for submission on a separate Activity Reporting Form.

Demographic Information: (required)		
Certification Number: _____	Date (dd/mm/yyyy) _____	
Last Name _____	First Name _____	
Work Address _____		
City _____	State _____	Zip _____
Work Phone _____	Work Fax _____	E-mail Address _____

### Activity Report

1. MOTEC Course Title (Category 3 only) \_\_\_\_\_
2. Description of Activity: (15 words or less) \_\_\_\_\_  
\_\_\_\_\_
3. Activity Start Date \_\_\_\_\_ Date of Completion \_\_\_\_\_
4. PMDUs Earned \_\_\_\_\_ 5. Category Type \_\_\_\_\_
6. Subject Areas Covered: (Use codes below; you may indicate up to three areas in each subject category.)  
Knowledge \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Process \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
7. Activity Provider (All categories except category 2 – Self-directed Learning) \_\_\_\_\_  
\_\_\_\_\_
8. Provider Address or Phone Number (All categories except Category 2 – Self-directed Learning) \_\_\_\_\_  
\_\_\_\_\_
9. Activity Satisfaction Level (Category 3 Only) \_\_Excellent \_\_Very Good \_\_Good \_\_Fair \_\_Poor

### Knowledge Areas:

- |                              |                       |                           |
|------------------------------|-----------------------|---------------------------|
| 01 Integration Management    | 02 Scope Management   | 03 Time Management        |
| 04 Cost Management           | 05 Quality Management | 06 HRManagement           |
| 07 Communications Management | 08 Risk Management    | 09 Procurement Management |

### Processes:

- 01 Initiating 02 Planning 03 Executing 04 Controlling 05 Closing 06 All

***I declare that all the information I have provided on this form is true and accurate to the best of my knowledge. I understand that misrepresentations or incorrect information provided to the Project Office may result suspension or revocation of my Missouri Project Management Certification.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

**State of Missouri  
Project Management Certification Program**

## Self Directed Learning Activities Worksheet

Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

**Please read the reporting instructions in the Missouri Project Management Certification Handbook carefully before filling out this form. Use this form for reporting Category 2 – Self directed Learning Activities only, in addition to the Continuing Certification Requirements Activity Reporting Form. A maximum of 35 Self-directed Learning PMDUs can be credited during each cycle.**

1. List one or more learning activities for this activity, explaining how the activity enhanced your project management skills.

*Example: "Be able to analyze activity sequences, activity durations, and resource requirements to create a project schedule."*

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2. List the human and/or material resources used to accomplish the purpose of your activity and the hours involved with them specific to the learning task.

**Example: Discussion with a consultant who is the director of the project office doing work for your agency. 2 hours**

Resources:	Hours:
Total PMDUs:	

One (1) full hour of self directed learning equals one (1) PMDU. Insert PMDU total from this worksheet into item #4 on the Continuing Certification Requirements Activity Reporting Form. A maximum of 35 Self-directed Learning PMDUs can be credited during each cycle.



**State of Missouri  
Project Management Certification Program**

**Contact Information Change Form**

*Missouri Certified Project Managers are requested to make copies of this form and submit up-to-date contact information to the Project Office as needed.*

Submit Completed forms to:

Project Office  
Information Technology Services Division  
Truman Building, Room 280  
301 W. High Street  
Jefferson City, MO 65102

If you have any questions pertaining to Certificate Numbers or dates, please contact the Project Office at 573-526-7741.

Missouri Project Management Certificate Number\_\_\_\_\_

Certificate Dates\_\_\_\_\_

Last Name\_\_\_\_\_

First Name\_\_\_\_\_

Work Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Work Phone\_\_\_\_\_

Work Fax\_\_\_\_\_

E-mail Address\_\_\_\_\_